



## Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

### **Process for Releasing Unexpended Equitable Share to the LEA**

The Nonpublic Equitable Share Release Process is for use with nonpublic schools that have an unexpended equitable share that, based on an agreement between the LEA and the nonpublic school, will be released to the LEA for use in public schools. This process is to be used in scenarios where the nonpublic school initially accepts participation in a federal program, but later is unable to utilize the full equitable share.

To obtain this file, the LEA must contact the Equitable Services State Ombudsman, including the specific Grants Specialist on this communication. The form will be sent back to the LEA, completed by the LEA and NPS, and then submitted to LEA's assigned Grants Specialist in the Office of Title Grants and Support for review, dependent on which funding stream is being released.

The LEA must provide evidence that a good faith effort was made to consult with the participating nonpublic school about spending the equitable share within the period of availability, notably in the fiscal year in which the funding was allocated. Acceptable evidence can include any of the following: a copy of a certified letter and mailing receipt, a copy of email communications, or a copy of meeting minutes. Documentation of ongoing consultation must be present for funds to be released back to the LEA. As a reminder, the LEA spends the funds on behalf of the NPS, acting as the public fiscal agent.

Funds may be released for Title I-A; Title I-C; Title II-A; Title III-A and Title IV-A and -B. Carryover for the LEA is limited to 15 percent of the current year's share for Title I-A.

Having the nonpublic school official sign, the release after a best effort has been made to encumber the funds. Funds must be encumbered by September 30 and expended by December 15.

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